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11-2-2012

# November 2, 2012 Meeting Minutes

Shawnee State University

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# **SHAWNEE STATE UNIVERSITY BOARD OF TRUSTEES**

## **Meeting Minutes November 2, 2012**

### **Call to Order**

Chairperson Mooney called the meeting to order at 1:00 p.m. noting the meeting was in compliance with RC § 121.22(F).

### **Roll Call**

Members Present: Mr. Robert Howarth, Mr. David Lodwick, Mr. Dan Mooney, Mr. Gary Paine, Ms. Kay Reynolds, Dr. Rita Roberts, Ms. Elizabeth Seif and Mr. Christopher Aaron Shaw

Ms. Melissa Higgs-Horwell entered the meeting at 1:02 p.m.

Members Absent: None

### **Approval of the November 2, 2012 Agenda**

Dr. Roberts moved and Mr. Howarth seconded a motion to approve the November 2, 2012 agenda. Without discussion, the Board unanimously approved said agenda.

### **Approval of the September 14, 2012 Board Meeting Minutes**

Mr. Paine moved and Ms. Reynolds seconded a motion to approve the September 14, 2012 Board meeting minutes. Without discussion, the Board unanimously approved said minutes.

### **Committee Reports**

#### **Academic and Student Affairs Committee – Dr. Rita Roberts, Vice Chair**

Dr. Rita Roberts reported on behalf of the Academic and Student Affairs Committee. Dr. Roberts said the Committee had no action items but she reported on several information items.

### **Faculty Promotions**

Dr. David Todt, Provost and Vice President for Academic Affairs, reported the following Full Service Faculty Promotions:

To the rank of Professor:

Dr. James McPherson, Department of Health Sciences, MOT

To the rank of Associate Professor:

Dr. Amr Al-Azm, Department of Social Sciences

Ms. Patricia Spradlin, Department of English and Humanities

To the rank of Assistant Professor:

Ms. Theresa Jackson, Department of Health Sciences, Nursing

Mr. Keenan Perry, Department of Health Sciences, Athletic Training

Ms. Janet Snedegar, Department of Health Sciences, Nursing

### **Faculty Reports**

Dr. Todt presented a Faculty Statistics report which gives a five-year summary of faculty demographics. Among the highlights for the 2012-2013 academic year, he noted there are 153 full service faculty of which 81 are males and 72 females, 62 serve in the College of Professional Studies and 91 in the College of Arts and Sciences, and the overall average salary is \$56,919. He reported the Faculty Professional Day which was held the first Friday of the semester was well attended as was the annual Adjunct Faculty Dinner which took place the week before fall semester started.

### **Enrollment Reports**

Mr. Mark Moore, Registrar, presented the 2012 Fall Semester 15<sup>th</sup> Day Enrollment Report which showed an overall reduction in student numbers of 1.2% from Fall 2011 with 4,630 students enrolled. These figures translate to an FTE of 4,105 for a reduction of 0.9 from 2011.

### **Student Government Association**

Ms. Aubry Fowler, President of Student Government Association, reported on the activities of the SGA. The goal of SGA this year is to get more involved on campus with projects involving more students on campus and within the community. Some of the events include: getting new students to become accustomed to campus via online courses by distributing flash drives with campus information; simplifying the process for clubs and organizations to receive status and funding; voter registration events; and many other events.

### **Felony Report**

Dr. Mary Oling-Sisay, Vice President for Student Affairs, presented on the process for enrollment of convicted felons. The 2011 number was 27 and the 2012 the number is 49.

She reported that a process for enrolling convicted felons is in place and working very well. The process includes gathering written documentation about the nature of the offense(s), the name of the applicant's parole officer with contact information, the location of the committed crime(s),

along with dates and prison dates. The Dean of Students then reviews this information and conducts an interview to determine if he/she should be admitted to SSU.

As a follow-up, the individual felons must check-in with the Vice President for Student Affairs each semester before registering for classes.

For the 2010 thru 2012 academic years, no felons have been in the conduct process, and the grade point average has increased from .8223 in 2011 to 1.186 for 2012.

Some of the challenges for felon students present include social integration and academic performance as most require a lot of assistance in developing study skills.

### **Education Item**

Dr. Brenda Haas, Dean, University College, presented on the pilot First Year Experience currently underway.

### **Finance and Administration Committee – Ms. Elizabeth Seif, Chair**

Ms. Seif reported on behalf of the Finance and Administration Committee and presented five action items and several information items.

### **Action Items**

#### ***Resolution F23-12, Acceptance of FY12 Audit Report***

Ms. Seif moved and Mr. Paine seconded a motion to approve Resolution F23-12, Acceptance of FY12 Audit Report. Pursuant to ORC 117.11, the financial statement of Shawnee State University must be audited every year and the required audit was performed by Crowe Horwath LLP, an independent accounting firm engaged by the Auditor of State. The auditor has issued an “unqualified” report and the Finance and Administration Committee recommended approval of Resolution F23-12.

Ayes: Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

### **Education Item**

An explanation of the newly adopted GASB reporting requirements of state-operated pensions and its implications upon affected public universities’ future financial statements was presented by Ms. Angie Lewis from Crowe Horwath LLP. These requirements are expected to go into effect on June 30, 2013.

***Resolution F24-12, Approval of Adjunct Faculty Stipend Increase and Adjunct Faculty Stipend Scale***

Ms. Seif moved and Ms. Reynolds seconded a motion to approve Resolution F24-12, Approval of Adjunct Faculty Stipend Increase and Adjunct Faculty Stipend Scale. The scale was last adjusted fall semester 2011 and a proposed 2% increase in the adjunct faculty stipend, effective spring semester 2013, is recommended by the President and the Finance and Facilities Committee.

Ayes: Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

***Resolution F25-12, Approval of Computing Operations and Infrastructure Administrator Position***

Ms. Seif moved and Mr. Howarth seconded a motion to approve Resolution F25-12, Approval of Computing Operations and Infrastructure Administrator Position. This position is essential in order to address the growth in server virtualization technologies and to address the labor-intensive monitoring of hardware operations. The addition of the position will be cost neutral as it will be funded by the reduction of contracted services and savings resulting from a lower-cost replacement of an open vacancy.

Ayes: Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

***Resolution F26-12, Policy to Establish a Taxonomy for the Review and Approval of Tuition (Instructional, General and Technology Fees) and Other Fees, Fines and Charges***

Ms. Seif moved and Dr. Roberts seconded a motion to approve Resolution F26-12, Policy to Establish a Taxonomy for the Review and Approval of Tuition (Instructional, General and Technology Fees) and Other Fees, Fines and Charges. The Board shall approve all General Fees, Miscellaneous Fees and changes to Course Fees annually. Additionally, the Board has requested that a comprehensive list of all student charges, including fines and cost recovery charges, be provided annually to the Board as information.

Ayes: Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

***Resolution F27-12, Approval to Amend the Shawnee State University Alternative Retirement Plan and Authorization for Adopting Future Amendments to Retirement Plan***

Ms. Seif moved and Mr. Howarth seconded a motion to approve Resolution F27-12, Approval to Amend the Shawnee State University Alternative Retirement Plan and Authorization for Adopting Future Amendments to Retirement Plan. The Board originally adopted the ARP, effective March 1, 1999 and the University amended and restated the ARP on November 12, 2012 and subsequently amended the ARP on November 20, 2011. The University desires to amend the ARP to make certain changes in accordance with applicable law. Effective November 2, 2012, the University amends the ARP in substantially the form attached as Exhibit A to Resolution F27-12.

Ayes: Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

**Information Items****Financial Aid Default Rates**

Mr. Bob Trusz, Associate Vice President for Enrollment Management and Director of Admissions, reported on student loan default rates and the impact upon the awarding of financial aid.

**FY13 Revenue Update**

An update was given regarding FY13 revenue reflecting the impact of AY12 enrollment.

**Personnel**

The following personnel actions were processed in the Department of Human Resources during the period of August 24, 2012 through October 15, 2012:

- The Division of Academic Affairs had one administrative appointment, one administrative retirement effective July 1, 2013 and one faculty retirement effective January 1, 2013.
- The Division of Student Affairs had one administrative resignation effective November 9, 2012.

**Investment Report**

The University's investment performance report revealed gains in September and October. With an overall positive adjustment, the portfolio has realized a 4.8% gain in the amount of \$669,825 for the reporting period (July 1, 2012 – October 17, 2012).

The University Investment Committee and the SSUDF Finance Committee held a joint meeting on October 25, 2012 with Fourth Street Performance, Inc. This investment consultant firm was engaged after completion of an extensive external bid process. The firm will provide support to both Committees as a means to assist with their investment decisions in the form of comprehensive data on comparative markets, performance analyses of portfolios, investment manager analyses, and advice concerning best practices relevant to investment policies and strategies. The firm's fees are equally shared between the University and the SSUDF.

### **Capital Status Report**

- Administration Building – construction documents are complete and project will be bid mid-October.
- Founders Plaza Project – revised scope of work and schedule is being developed.
- 310 Chillicothe – programming is complete and design development is underway.

### **President's Report**

President Morris reported to the Board on the progress of the Higher Education Funding Commission in developing recommendations for the Governor on modifications for the SSL.

President Morris and Provost Todt reviewed the AQIP method of accreditation by the Higher Learning Commission. Provost Todt provided the Board with copies of the recently completed campus-based AQIP Portfolio and explained the next steps for review of the Portfolio.

### **Reports, if any, from Board Liaisons with other Organizations**

None.

### **New Business**

None.

### **Comments from Constituent Groups (if any) and the Public**

None.

### **Other Business**

Report of University Investment Committee. Ms. Reynolds, Chair of the University Investment Committee, explained recent changes in the working relationship between the SSU Investment Committee and the SSUDF Investment Committee and how they are sharing resources and expenses. The two Committees have hired a financial advisor. Next steps include revisions

of both Committees' policies. Ms. Boyles explained that there will be two different policies to reflect the needs of each entity.

### **Executive Session**

Ms. Reynolds moved and Ms. Seif seconded a motion to enter into Executive Session to have a conference with the University's General Counsel concerning pending or imminent court action and to consider the purchase of property.

Ayes: Ms. Higgs-Horwell, Mr. Howarth, Mr. Lodwick, Mr. Mooney, Mr. Paine, Ms. Reynolds, Dr. Roberts, Ms. Seif

Nays: None

The Board moved into Executive Session at 2:20 p.m. The Board exited Executive Session at 3:15 p.m. and returned to public session.

### **Adjournment**

The Board was adjourned by acclamation at 3:17 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees